

MINUTES – combined work session and regular meeting
Thursday, February 22, 2018

Summit County Board of Developmental Disabilities

MINUTES

Thursday, February 22, 2018
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Developmental Disabilities Board was held on Thursday, February 22, 2018 at the Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:01 p.m.

BOARD MEMBERS PRESENT

Meghan Wilkinson, Board Vice President
Denise Ricks, Board Secretary
Tom Quade
Dave Dohnal
Tami Gaugler

BOARD MEMBERS EXCUSED

Randy Briggs, Board President
Allyson V. Lee

ALSO PRESENT

John J. Trunk, Superintendent
Billie Jo David, Director of Communications
& MUI
Mira Pozna, Director of Fiscal
Russ DuPlain, Director of IT, Records &
Facilities
Drew Williams, Director of Community
Supports & Development

Joe Eck, Director of Labor Relations &
Risk Management
Lynn Sargi, Director of HR
Holly Brugh, Director of SSA & Children's
Services
Maggi Albright, Recording Secretary
and others

I. NEW POLICY 4048 – INDEPENDENT PROVIDERS AND OVERTIME

On February 1, 2018, the Ohio Department of Developmental Disabilities (DODD) implemented a new rule focused on reviewing and, to the extent possible, decreasing the amount of overtime that independent providers work. Summit DD is recommending the addition of new Policy 4048 – Independent Providers and Overtime to identify the number of hours of Medicaid and locally funded services independent providers are currently providing anywhere within the state. If an independent provider is consistently working more than forty hours in a week, Summit DD, in collaboration with individuals served, will consider other options in an effort to reduce overtime, to the extent possible. In circumstances where an independent provider would work more than sixty hours in a work week, those events would be discussed and identified in the ISP. When more than sixty hours are worked in a work week, the independent provider must notify Summit DD within seventy two hours of providing those services.

WORK SESSION *(continued)*

I. NEW POLICY 4048 – INDEPENDENT PROVIDERS AND OVERTIME *(continued)*

There are approximately 300 independent providers in Summit County and about 49 of those may be eligible for overtime. Staff are currently in the process of reviewing the billing history. It is estimated that Summit DD has some overtime liability for as many as 15 cases. In several of the other cases, the State is responsible for the overtime cost based on the individual's original service plan. However, it has not yet been determined who has the overtime liability for some of the remaining cases. It is anticipated that the new overtime rule will have minimal impact in Summit County. New Policy 4048 has been recommended for approval by the February Finance & Facilities and Services & Supports Committees.

II. GARDINER HVAC CONTRACT

Summit DD uses Gardiner to provide routine and emergency maintenance on all HVAC units at its facilities. The annual 2018 maintenance contract is in the amount of \$49,026, with an additional \$10,000 budgeted for repairs that are outside of the maintenance contract, such as non-maintainable parts (ductwork, piping and coils, replacement of obsolete equipment, etc.). The additional \$10,000 is an estimate and is likely going to be more than needed. Funds are available in the budget and the Gardiner contract has been recommended for approval by the February Finance & Facilities Committee.

III. SUMMIT COUNTY FAMILY & CHILDREN FIRST COUNCIL (FCFC) SHARED POOL FOR YOUTH FUNDING AGREEMENT

Summit DD contributes funds to a shared pool which assists children and families in Summit County who are involved with multi-systems. As required by Ohio Revised Code (ORC) 121.37(C) (1-9), Family & Children First Councils must develop a county-specific service coordination mechanism to serve as the guiding document for coordination of services in the county. The purpose of the service coordination mechanism is to streamline and coordinate existing government services for families seeking services for their children from birth through age 21 to ensure that eligible families have access to service coordination. The newly formed Service Review Collaborative (SRC) will take the place of the former Summit County Cluster and Systems of Care (SOC) collaborative. In 2017, there were 64 youth served through the SOC, 19 of those youth were Summit DD eligible. In addition, there were 83 referrals made to Cluster and 23 were Summit DD eligible, with eight individuals receiving some type of funding support from Cluster, including the cost of residential placement. The SRC supports the county Service Coordination Mechanism by promoting positive community impact by identifying gaps and barriers throughout the system.

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WORK SESSION *(continued)*

III. SUMMIT COUNTY FAMILY & CHILDREN FIRST COUNCIL SHARED POOL FOR YOUTH FUNDING AGREEMENT *(continued)*

The SRC will also develop strategies to address the gaps/barriers, collaborate to serve children/families served by multiple systems more efficiently and effectively, ensure cross system service coordination and manage resources that support creative and innovative ways to meet the needs of individuals/families. Some of the SRC activities will include:

- Reviewing and monitoring requests for community-based services for children with multi-system needs
- Offering case consultation from a multi-system perspective to staff from any agency involved with a complex youth/family
- Reviewing individual cases that are in need of more restrictive placement settings such as residential treatment, and then monitoring those youth while in residential treatment
- Recommendations and/or alternatives to better serve youth and families

Summit DD's portion of the shared pool agreement is in the amount of \$110,700 for the period January 1, 2018 through December 31, 2108. Funds for the shared pool will also come from the Children's Services Board in the amount of \$171,245, Juvenile Court in the amount of \$131,084, and the ADM Board in the amount of \$145,431. Funding amounts are based on the number of individuals served by the agency. Holly Brugh and one of her staff will participate on the SRC and they will be able to bring any Board eligible child/family to the committee for support and funding recommendations. Superintendent Trunk serves on the FCFC oversight committee. Funds are available in the budget and the SRC contract has been recommended for approval by the February Finance & Facilities and Services & Supports Committees.

IV. JANUARY 2018 FINANCIAL STATEMENTS

January ended with deficit spending of \$5,420,120 and an ending fund balance of \$45,127,137. Revenue for the month included reimbursement of the quarterly state subsidy in the amount of \$667,500 and the 2013 DODD Cost Report settlement in the amount of \$2,828,400. Reimbursement of the Help Me Grow (HMG) grant of \$244,300 was received and \$44,200 in reimbursement from Wellness, both of which were expected in 2017. Approximately 49% of annual property taxes are expected to be received in March/April. Expenditures in January included an annual payment to Summit Housing Development Corporation (SHDC) in the amount of \$200,000, annual maintenance and support for IT and phone systems in the amount of \$66,100, quarterly Medicaid waiver administrative fee of \$337,400, quarterly Medicaid waiver match of \$6,280,900 and consulting fees of \$77,100. The January 2018 Financial Statements have been recommended for approval by the February Finance & Facilities Committee.

The work session adjourned at 5:16 p.m.

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BOARD MEETING

The **regular monthly meeting** of the Summit County Developmental Disabilities Board convened at 5:16 p.m.

I. PUBLIC COMMENT

Leslie Frank, a parent and Summit DD staff, welcomed Tami Gaugler to the Board. Ms. Frank commented that this Board works very well together and everyone is looking forward to Ms. Gaugler being part of the team. She also congratulated Mrs. Ricks and Mr. Quade on their reappointments to additional terms.

Ms. Frank also congratulated Mira Pozna, Director of Fiscal, on her recent employment contract with the Board.

Ms. Frank asked the Board to consider revising Policy 1108 – Public Expression at Meetings to allow public comments to be submitted in writing if someone is not able to attend the meeting in person. She stated the policy does not address this issue.

Ms. Frank mentioned she toured a day program provider with an individual and noted the provider was very accommodating. The individual was very comfortable in the new setting and did not want to leave at the end of the visit. Ms. Frank visited several weeks after the individual had transferred and he expressed to Ms. Frank how happy he is with his new provider.

Ms. Frank thanked the Superintendent and his team for continuing the commitment of the six month promise updates, as well as providing the opportunity for staff to plan ahead. She noted that other county boards are not providing the same length of notice or career placement services offered by the Summit DD Board.

Ms. Frank asked about the Gardiner contract allocating \$8,000 to the Bath Center. Mr. Trunk replied that routine maintenance needs to occur at this location until the building is able to be sold.

Ms. Frank thanked the Board for continuing to participate in the FCFC contract. She stated her daughter was a recipient of this program in the past and it was very helpful to her daughter and the family.

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BOARD MEETING *(continued)*

II. APPROVAL OF MINUTES

- A. JANUARY 25, 2018 (annual organizational meeting and combined work session and regular meeting)

RESOLUTION No. 18-02-01

Mr. Quade moved that the Board approve the minutes of the January 25, 2018 annual organizational meeting and combined work session and regular meeting, as presented in attachment #5. The motion, seconded by Mrs. Ricks, was unanimously approved.

III. BOARD ACTION ITEMS

A. FINANCE & FACILITIES COMMITTEE

1. SUMMIT COUNTY FAMILY & CHILDREN FIRST COUNCIL SHARED POOL FOR YOUTH FUNDING AGREEMENT

RESOLUTION No. 18-02-02

Mrs. Ricks moved that the Board approve a contract with the Summit County Family and Children First Council to participate in the service review collaborative, in an amount not to exceed One Hundred Ten Thousand Seven Hundred Dollars (\$110,700), for the period January 1, 2018 through December 31, 2018, as presented in attachment #3, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Dohnal, was unanimously approved.

2. JANUARY 2018 FINANCIAL STATEMENTS

RESOLUTION No. 18-02-03

Mrs. Gaugler moved that the Board approve the January 2018 Financial Statements, as presented in attachment #4. The motion, seconded by Mr. Quade, was unanimously approved.

BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT

A. CENSUS

Mr. Trunk commented that staff are looking at ways of refining the Census report and hope to have a draft new format towards the end of the year. When comparing data to the same period last year, the number of adults supported has increased by 60 and the number of children supported has increased by 165, largely due to Early Intervention expanding services from birth to age six. The number of I/O waivers has increased by 60, Level 1 waivers have increased by 15 and there are 27 additional SELF waivers as compared to last year. Approximately 17% of persons served are receiving day services from Summit DD and 83% are supported by private providers. About 12% of individuals receive transportation services from Summit DD while 88% receive those services from other providers. Summit DD connects about 1,854 individuals to residential supports, which is an increase of 78 additional individuals receiving these supports over last year. Mr. Quade asked about individuals in assisted living situations versus where they might be otherwise. Mr. Trunk replied that in assisted living situations, there is paid professional nursing staff and in-home care staff are generally lower paid and may not have the same level of certification requirements. There are many different variables when determining whether an individual remains in their home or elsewhere. Mrs. Brugh added that typically as people age they may be receiving around the clock care in their home. The waivers usually do not cover assisted living environments, which doesn't mean that SSAs don't review those options. Mr. Trunk noted there is no waiting list for HPC or day services, however, there are 1,573 individuals on the I/O waiting list and 957 individuals on the Level 1 waiting list. Director Martin has mandated that county boards revisit the waiver waiting lists to see if recalibration is needed.

B. 2018 BOARD IN-SERVICE TRAINING SCHEDULE

Board Members are required to receive four hours of in-service training credits per year. This year, Director Martin has mandated four areas of training; supportive technology/remote supports, fiscal projections and budget analysis, data warehouse and fix the list (HCBS waiver waiting list). Mr. Trunk distributed a draft 2018 in-service schedule which covers the four topics as well as other relevant topics. The trainings will occur after the monthly Board Meeting has adjourned and they are anticipated to last between 15-30 minutes each.

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BOARD MEETING *(continued)*

IV. SUPERINTENDENT'S REPORT *(continued)*

C. BOARD SELF-EVALUATION RESULTS

Mr. Trunk advised that he has not been able to meet with Mr. Briggs to review the results of the Board Self-Evaluation in detail and see how he would like to proceed. He will meet with Mr. Briggs and bring this topic back to the Board in March. Mr. Trunk mentioned that as a new OACB officer, he recently went through an OACB orientation process where board governance was reviewed. He stated it was a good reference that identifies the twelve principles of boards and he wanted to share it with the Board; he distributed copies. He indicated the document has some thought provoking ideas.

D. MISCELLANEOUS

Mr. Trunk mentioned that March is DD awareness month and Summit DD will host its annual Appreciation Breakfast at Quaker Station on March 27th beginning at 8:30 a.m. The event will recognize a number of community partners and individuals. There has already been overwhelming interest for this event, with 270 people expected to attend.

V. PRESIDENT'S COMMENTS

Mrs. Wilkinson commented that a friend in another county recently had a baby who was born with Down syndrome, as well as other significant health concerns. The friend contacted her to seek advice on what she would need to do to care for her child and Mrs. Wilkinson replied that the family should move to Summit County since they have one of the best DD Boards in the State of Ohio. Mrs. Wilkinson stated she is very proud to be part of the Board and commented that staff are doing amazing things to support and enhance the lives of individuals with disabilities. Mrs. Wilkinson read a quote "*if you continuously compete with others you become bitter; when you compete with yourself you become better*". She thanked staff for their hard work and dedication.

VI. EXECUTIVE SESSION

RESOLUTION No. 18-02-04

Mrs. Ricks moved that the Board enter into Executive Session in compliance with Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsections (1) and (4) to consider the employment of a public employee and to discuss collective bargaining matters. Upon reconvening, the Board may or may not conduct additional business. The motion was seconded by Mr. Dohnal.

Roll call: Quade-yes, Wilkinson-yes, Gaugler-yes, Dohnal-yes and Ricks-yes.

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BOARD MEETING *(continued)*

The regular session of the Board Meeting adjourned at 5:50 p.m.

The Board entered Executive Session at 6:00 p.m.

The Board Meeting reconvened at 6:10 p.m.

VII. ADDITIONAL ACTION ITEMS

A. EMPLOYMENT CONTRACT EXTENSION – MARION PERKINS

RESOLUTION No. 18-02-05

Mr. Quade moved that the Board approve an extension to the employment contract of Marion Perkins, Facility Manager, for a revised term of May 6, 2017 through March 21, 2019. The motion, seconded by Mrs. Ricks, was unanimously approved.

B. WEA I COLLECTIVE BARGAINING AGREEMENT EXTENSION

RESOLUTION No. 18-02-06

Mrs. Ricks moved that the Board approve the tentative agreement with WEA I dated February 8, 2018. The motion, seconded by Mrs. Gaugler, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:11 p.m.



Denise Ricks, Secretary